

# **Quarterly-HPR-V LHRC Meeting Minutes**

November 4, 2013

**City of Norfolk Community Services Board**  
**225 W. Olney Road, Norfolk, VA 23510-1523**  
**(757) 823-1600**

## ***Committee Members Present:***

Adrienne Benjamin-Scott – Chair  
Dr. Bill Austin  
Catherine Barnes

Others present:

Stewart Prost, Office of Human Rights

## ***Affiliates Present:***

Another Level Youth & Family Services- Shawndra Umbarger and RonRick Davis  
Associates at York, Inc.-  
Compassion House- D J Brockman,  
Fidura & Associates – Sharina Olson and Barbara Garner  
Heart Havens, Inc.- Frances Usher  
Impact Mental Health Services - Walter Howell  
Lucas Lodge- Lisa Lucas-Burke and Jonquin Stringer  
Norfolk CSB- Sandi Lee  
Portsmouth Department of Behavioral Health- Cathy Starling  
Positive Connections, Inc.- Lakisha Spellman  
Prissy's Place – Priscilla West  
Support Services of VA- Jeanne Cullison  
Tabb Healthcare, LLC- JamieTabb  
Tidewater Youth Services Commission- Tim Heiler  
V & V Adult Group Homes – Vernon Johnson and Vanessa Johnson

## ***Others present:***

## ***Affiliates Not Present:***

Associates at York, Inc.  
Community Empowerment  
Extreme Recovery

**I. Call to Order** – Adrienne Benjamin-Scott called the meeting to order at 1:16 pm.

**II. Introductions**

**III. Minutes** – A quorum was present. The May 6, 2013 and August 5, 2013 were reviewed and approved.

**IV. Public Comments**-There were no public comments.

**V. Regional Advocate Report –**

Mr. Prost reiterated that the affiliates need to solicit for one consumer Committee member. Mr. Prost reported that the code mandates these positions. The state committee tracks the progress of filling the vacancy. After 6 months, an explanation will be requested why the position remains vacant.

Mr. Prost reported that Human Rights will be coming out with major changes concerning regulations.

Mr. Prost reported that beginning January 1, 2014, that a new process for complaints of abuse in CHRIS should be printed and redacted. Always remove all names and identifying information.

Mr. Prost reported that all abuse allegations, serious injuries and deaths will be entered into CHRIS.

Mr. Prost further advised that when working with CHRIS to remember to hit the save button to ensure that the information is saved. If you mistype your password 3 times, the system will lock you out. Any affiliate that experiences difficulties with accessing CHRIS, may contact him.

Mr. Prost reminded affiliates to get their quarterly reports in 2 weeks prior the meetings. Mr. Prost advised that he will be monitoring this situation for compliance and will issue citations for affiliates who are non-compliant.

Mr. Prost reminded affiliates that the 4<sup>th</sup> quarterly report is due in January, 2014 to cover the period of October 1 – December 2013.

Annual reports are due to the Committee members by January 15, 2014.

Mr. Stewart announced that there will be a format change for the Annual & Quarterly reports, which he will be sending out electronically.

Mr. Prost stated that the Office of Human Rights Policies will be changing, more information will be forthcoming.

Mr. Prost welcomed Catherine Barnes as the new committee member.

Mr. Prost provided the following dates for Quarterly-HPR-V LHRC Meeting

Minutes:

February 3, 2014

May 5, 2014

August 4, 2014

November 3, 2014

**VI. Provider/Affiliate reports-**

<b>AFFILIATE</b>	<b>ALLEGATIONS</b>	<b>FOUNDED ALLIGATIONS</b>	<b>COMPLAINTS</b>	<b>OTHER</b>
Associates at York	Not present			
Another Level	0	0	0	
Community Empowerment	Not present			
Compassion House	0	0	0	1 accidental injury
Fidura & Associates	Not			

	present			
Heart Havens, Inc.	1	1	0	
Lucas Lodge	3	1	0	
Norfolk CSB	1	0	2	
Portsmouth Dept. of Behavioral Health	1	0	0	
Positive Connections	0	0	0	
Prissy's Place	0	0	0	
Support Services of VA	0	0	0	
Tabb Healthcare Services, LLC	0	0	0	
Tidewater Youth Services Commission	0	0	0	
V & V Adult Group Home	0	0	0	

## **VII. Old Business**

There were no comments.

## **VIII. New Business**

The Norfolk CSB OPOID and revised Human Rights handbook was accepted and approved.

Prissy's Place service modification to change from CPI to TOVA was accepted and approved.

Support Services of VA request for service modification due to a physical address change was accepted and approved.

The next HPR-V LHRC meeting is scheduled for February 3, 2014 at 1:00pm.

## **IX. The committee proceeded to Executive session at 2:15 pm, pursuant to Virginia Code § 2.2-371 (A), for the protection of privacy of individuals and their records in personal matters not related to public business.**

The committee came out of executive session at 2:25 pm. Each member certified that to the best of their knowledge that matters only lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered.

Mr. Prost reported that behavior plans discussion with Lucas Lodge be approved.

Motion was made and seconded to accept Ms. Adrienne Benjamin-Scott as Chairperson

Dr. William Austin was accepted as Vice Chairperson

Catherine Barnes was elected Secretary

Mr. Prost provided FOIA training for the committee members.

The meeting was adjourned at 2:45 pm.

Respectfully Submitted,  
Vanessa Johnson